Goal 4 PA,WL & Enrollment Subgroup Meeting: June 23, 2008   Chair: Cheri Stierer

Present:: Beth Enos, Nicky Brandenburger, Yvonne Goodman, Allyson Meyers, Vivian Stevenson, Karen Blackwell.

Objective/Topic	Strategies	Discussion/Comments	Next Steps
Transform the Office of Mental Retardation Information Technology by designing and developing a web-based application to improve and streamline MR Waiver services for individuals and their families	Review work since last meeting with IT project manager (Karen Blackwell): functional requirements	Karen reviewed the method and scope of work based the standard IT process as follows: - Define the business process that drive MR Waivers - Define the specific tasks for each process - Define the business rules used to drive the process *i.e. required fields, rules for what can and cannot be entered into a form field, and when tasks must be completed. - Analyze data from external systems that may need to share data with the upgraded MR Waiver system. - Create a requirements document that will define what is required to ensure that the business drives the technology, not the technology drives the business.	Karen will develop general specs for KePro and DMAS based on the group's previous work including the functional requirements. The detailed business rules and automated process will begin with our next meeting.
		Discussion of the context diagrams and the process overview and outlines for Waitlist, Enrollment, and PA .	
		Detailed discussion about the termination process.	
Next Full Group Mtg - July 21, 2008, Henrico CSB Rm C123 10:00- 3:00p.m.			
Agenda: Review of sub group progress			